

**Girl Scouts of Citrus**  
SAMPLE REQUEST LETTER  
GIRL SCOUT NUT/CHOCOLATE BOOTH SALE  
*An example request letter you could send to a local business.*

Date  
Business Name  
Business Address

Dear Friend:

The Girl Scout Fall Product Program is here once again! Through participation in the Fall Product Program, girls learn about goal setting and budgeting, as well as gaining financial literacy and public relations skills. The Fall Product Program also enables Girl Scouts of Citrus to provide numerous programs for girls, adult volunteer training, and financial assistance that allow all girls to participate in Girl Scouting.

Local Girl Scout troops and the public would greatly value your support in allowing troops to participate in Fall Product Booths at your location. The 2017 Fall Product Booths are scheduled to be held from October 27, 2017 through November 5, 2017.

(Name of Community) Community is requesting your approval to set up booths outside (Name of business). We expect all troops to operate under our Booth Guidelines, which are outlined on our Booth Confirmation Card. This is enclosed for your reference. We have also enclosed a Fall Product Booth Approval Form, to clearly outline dates and times that troops will be present at your location. Please notify us of your decision by completing and returning the enclosed Approval Form by\_\_\_\_\_. Date

Please be aware that I am the only Girl Scout volunteer authorized to contact you regarding the scheduling of Fall Product Booths. If you are contacted by anyone else, please refer them to me.

Girl Scouting builds girls of courage, confidence, and character, who make the world a better place. It is our hope that you will partner with us as we help today's girls become tomorrow's leaders. Thank you for your consideration.

Sincerely,

(Your signature)  
(Your printed name)  
(Community) Fall Product Chair  
(Your address and phone number)